TO: All DWD Supervisors and Managers

FROM: Ronald L Stiver
               Commissioner

DATE: April 26, 2005

SUBJECT: DWD Policy 2004-35
               DWD Policy for Intermittent Security Services

PURPOSE: To communicate the DWD policy for occasional security needs in field offices.

RESCISSIONS: DWD Policy 2002-28

CONTENT:
On rare occasions, personal safety issues may be raised with regard to participants in a scheduled Administrative Law Judge hearing. If it is determined by DWD local office management that the presence of a law enforcement officer is advisable, to maintain order for the duration of the hearing, Investigations and Security will authorize local staff to make arrangements with the appropriate Sheriff or City Police entity.

EFFECTIVE DATE: May 6, 2005

ACTION:
Program Directors, Local Office Managers or Administrative Law Judges anticipating assignment of law enforcement officers should notify Investigations & Security by e-mail prior to making arrangements locally. Investigations & Security will approve and notify Field Operations and the Director of Unemployment Insurance Appeals.

After the event, the Local Office will submit a claim voucher (SF11294) to DWD Accounts Payable for payment to the law enforcement entity that provided the service. The claim voucher should reflect the hours claimed and the local rate of pay for the service.

NOTE: This policy does not apply to instances where immediate emergency response is needed. In those cases, staff should continue to use 911, or appropriate emergency service numbers, and follow up with an incident report to Investigations & Security. This policy also does not apply to offices where guard service is routinely provided.

REVIEW DATE: March 6, 2007

ENDING DATE: May 6, 2007

OWNERSHIP: DWD Investigations & Security